



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: Division Chief – Resources & Communication

Position Number: PF286

Position Grade: GS-15

Salary Range: \$148,484 – \$176,300 (not applicable for detailees)

Vacancy Open Period: 02/11/2022 – 3/04/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: ICCIO/MRG

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade may apply.

For a cadre assignment:

- Current ODNI permanent cadre.

For a detailee assignment:

- Current Federal Government employees. (Current GS employees at the same grade may apply.)



Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.
- A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission:

The Intelligence Community (IC) Chief Information Office is responsible for advancing the Intelligence Community's mission by driving secure collaboration, integration, and information sharing; identifying and addressing information enterprise risks; and providing strategic leadership and oversight of the Intelligence Community's enterprise architecture and enterprise information technology.

Major Duties and Responsibilities:

Oversee service levels and budgets, monitor alignment with the Intelligence Community's (IC's) goals and objectives, agreed upon performance indicators (KPIs), and functional delivery as described in the Intelligence Community's reference architecture.

Lead and evaluate budget and execution activities of priority IC IT investments and assist in other resource areas as appropriate. Ability to evaluate budget estimates and existing IC ITE and IC IE existing program needs; and anticipate changing requirements, and to balance competing priorities.

Develop IC-level investment strategies, and evaluate and champion proposals to ensure sufficient fiscal planning and resources for IC Information Technology Enterprise (IC ITE) and IC Information Environment (IC IE).

Provide expert direction and guidance to ensure that information systems are developed, deployed, operated, implemented, and supported in a manner consistent with the Office of the Director of National Intelligence policies and procedures.

Ensure Information Technology (IT) investments adhere to approved standards and reporting requirements.

Lead, plan, and author Intelligence Community (IC) resource strategies, analytical issue papers, strategic evaluations, background papers, talking points, resource issue papers, and/or other analytic products applying extensive subject matter knowledge to support the IC senior leadership in making informed programmatic decisions.

Analyze and evaluate (on a quantitative and qualitative basis) the effectiveness of current and planned National Intelligence Program (NIP) investments in meeting established Intelligence Community's (IC) goals and objectives. Evaluate and advise on organization, methods, procedures, and resources (National Intelligence Program (NIP) and Military Intelligence Program (MIP) where appropriate) programs.

Provide independent analyses of IC security capabilities and programs, presenting IC CIO with alternative courses of action, identifying cost and mission impacts and clarifying the advantages and disadvantages of each alternative.

Manage the expectations of senior-level customers and ensure the delivery of quality products and services; lead the examination of project successes and failures and develop solutions to improve products and services.



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LEADING INTELLIGENCE INTEGRATION

Lead project teams to ensure project is completed on time, effectively apply team building and coaching techniques, and exchange project or technical information with team members and contractors at formal and informal meetings.

Oversee the work of team members; monitor work activities to ensure counterintelligence and security policies and procedures are followed; provide help or assistance to team members or others when needed; communicate needs and requirements to project team members.

Mandatory Requirements:

Expert experience in providing leadership, oversight, and guidance in the effective management of complex projects; in managing and mitigating risks, assessing customer requirements, identifying dependencies, and developing responsive project plans; in estimating costs and other resources using quantitative analysis to project requirements.

Expert program management, analytic, and critical thinking skills, including the ability to conduct program assessments, identify needs and requirements, and develop non-linear process improvement recommendations for implementation across the Intelligence Community.

Expert knowledge of the rules of governance and project lifecycle methodologies; considerable knowledge of Project Management concepts and principles.

Expert ability to balance responsibilities among project activities; ability to manage transitions effectively from task to task, adapting to varying customer needs.

Expert ability to engage with and participate in internal and external IC IT governance fora to represent IC CIO equities.

Ability to effectively evaluate budget estimates and existing IC ITE and IC IE existing program needs; and anticipate changing requirements, and to balance competing priorities.

Excellent ability to work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and utilize strong organizational and interpersonal problem solving skills.

Superior ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

Superior ability to establish regular contact with high-level internal and external resources and customers, superior use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.

Superior ability to listen to, clarify, and convey an understanding of others' ideas, comments, and questions, and integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.

Superior ability to shift approach based on situational and political awareness to maneuver around and through political hot spots.

Superior ability to anticipate potential conflict and risk, and identifying processes to work through those situations when they arise.



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Desired:

Experience: One year of specialized experience at the next lower GS-grade (or equivalent). IT related experience may be demonstrated by paid or unpaid experience and/or completion of specific, intensive training (for example, IT Certification). IT- related experience demonstrating each of the five competencies (Leadership, Attention to Detail, Customer Service, Oral Communication, and Problem Solving).

Education: Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.

Key Requirements and How to Apply

Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI](#) website.

For current employees who do not currently have access to internal systems, applications should be sent to either DNI_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



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L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 301-243-1318; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**